**REMOTE PARTICIPATION MEETING CHECKLIST**

In Advance of Meeting

* All items properly posted in advance
* “Executive Order on Local Government Public Meetings EO-20-69” is posted with the agenda
* If the District passed an Emergency Order regarding Remote Public Meetings make sure it is posted with the agenda.
* All Members received the same documents for meeting
* Agenda and all supporting documents posted on District’s website
* Encourage written public comments be provided by time certain before meeting is to begin (recommend no less than 24 hours to give staff time to coordinate)

Initiating Meeting

* Confirm that all Members are present and can hear each other
* Read Script for Remote Meetings
* Note materials for meeting available online through District website for the public
* Introduce all Members, staff and persons on the agenda
* Cover “ground rules”
* Disable chat function for participants
* Click “Record Meeting”
* Advise participants that meeting is being recorded
* Caution participants about screen sharing

During Meeting

* Each speaker states their name before each presentation, comment or question
* All votes taken by roll call
* Meeting Minutes reflect remote status

Technical Difficulties

* If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
* Keep accurate minutes noting any disconnections and reconnections of members